

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 24 JUNE 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor C Dormor Dr S Jarvis	Professor C Kalantaridis Professor A Linn I Wilmot (Deputy Chair)
IN ATTENDANCE:	J Ball (Observer) M Baldwin (to Minute 24.233) A Bertone (Observer) K Kinsella (Minute 24.236)	J Lamarque (Secretary) J Nicholas M Swijghuisen Reigersberg (Minute 24.235)
APOLOGIES:	K Patel	

24.232 ANNOUNCEMENTS

- 24.232.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.232.2 Members noted that John Ball and Andrea Bertone, independent governors, observed the meeting as part of their induction to the Court of Governors.
- 24.232.3 **Apologies:** Members noted apologies as reported above and noted that Jeanette Nicholas - Associate Head of College (External Relations) attended on behalf of the Head of College of Liberal Arts and Sciences (LAS).
- 24.232.4 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.232.5 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or to raise items of business not on the agenda.

CHAIR'S BUSINESS

Performance Improvement Confidential

- 24.232.6 **[Redacted]**
- 24.232.7 **[Redacted]:**
- **[Redacted]**
- 24.232.7.1 **[Redacted]**
- 24.232.7.2 **ACTION UEB Secretary** to schedule a general update from the Executive Director (PII) for a future meeting.
- Other updates**
- 24.232.8 The Chair noted publication of guidance from the Office for Students related to freedom of speech.
- 24.232.9 The Deputy Vice-Chancellor (DVC) for Education updated members on proposed changes to the Teaching Excellence Framework.

- 24.232.10 The DVC (Global Engagement and Employability) updated members on the London Higher EDI Network and the positive representation of the University in London.

24.233 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 24.233.1 The University Secretary and Chief Operating Officer (USCOO)/Co-Chair, Staying Safe: Business Continuity Group informed members that the focus continues to be on Martyn's Law and how we manage our spaces and keep them safe.

- 24.233.2 Members heard that the Group discussed how to manage events and how to do that centrally with the risks considered and noted that UEB will receive flow charts for this process once completed. The Group Co-Chair confirmed that demonstrations held in London on 21/22 July did not impact on the Open Days.

- 24.233.3 The Group Co-Chair reported that the Group continues to focus on business continuity and updated members on the results of a recent phishing exercise.

- 24.233.3.1 ACTION USCOO** to update members on the action plan to address the findings of the phishing exercise.

24.234 BUSINESS CASE TO REDUCE THE TUITION FEE DEBT THRESHOLD

- 24.234.1 At the request of the USCOO, the Chair agreed to postpone this item to 21 July 2025 (therefore, there is no Document UEB 250624A for this meeting).

24.235 FOREIGN INFLUENCE REGISTRATION SCHEME (FIRS)

- 24.235.1 Muriel Swijghuisen Reigersberg - Head of the Research and Knowledge Exchange (RKE) Office briefed members on the Foreign Influence Registration Scheme (Document UEB 240624B).

- 24.235.2 Members heard that several universities have worked closely with Student Unions to register and sharing guidelines and have also provided guidance to colleagues and students, so they know if they need to register activity.

- 24.235.3 The Head of the RKE Office reported that there is normally one point of contact for registering information and proposed that the RKE Office maintains FIRS information.

- 24.235.4 **AGREED** The contact point for teaching should be Heads of Colleges.

- 24.235.5 In response to a member's query the Head of the RKE Office confirmed that the University must register all activities it is aware of currently and continue to register new activities as they are identified.

- 24.235.6 The Chair confirmed that the USCOO is the Senior Responsible Officer for FIRS and the lead on behalf of UEB, and the Head of the RKE Office is the lead officer.

- 24.235.7 The Chair asked the Head of the RKE Office to report on the University's FIRS registration to UEB at the meeting on 7 October 2025.

24.236 DISPOSAL OF INTERNATIONAL HOUSE

- 24.236.1 Ken Kinsella - Director of Estates, Planning and Services (EPS) presented a proposal for the disposal of International House (Document UEB 250624F).

- 24.236.2 Members heard that the property has been vacant for some years, is not fit for purpose and that in November 2024 UEB and the Court of Governors agreed to sell the property.

- 24.236.3 Members received information on potential buyers and noted that, when sale to a preferred party is agreed and due diligence completed, full details will be submitted to UEB and Resources Committee for agreement.

24.236.4 **AGREED** Members delegated authority to the Director of Estates, Planning and Services to:

- negotiate with the preferred parties on behalf of the University;
- decide which party to sell to;
- agree the sales price and terms with the preferred buyer; and
- make a recommendation to Resources Committee (who in turn will advise the Court of Governors) to proceed with the sale of International House at the best value.

24.237 STUDENT CONTINUATION UPDATE

24.237.1 The DVC (Education) reported that there were two actions identified on the recent internal audit on Student Continuation and management have agreed a robust set of actions including establishment of an irregular profile/risk board in each School to look at risks to non-continuation.

24.237.2 Members heard that student attrition is notably lower than last year for undergraduate and postgraduate students, demonstrating that targeted efforts to reduce attrition are working. Efforts to improve attrition are working as there is an increase in the number of first sit passes, which has an impact on good degrees.

24.237.3 Members also heard that, as expected, there is a drop in the number of referral passes as more students receive the right support.

24.237.4 Members noted that the Learner Analytic dashboard shows that 57.1% of PTs have accessed data and an increasing number are making notes.

24.237.4.1 **ACTION** Heads of Colleges to talk to the PTs in their Colleges to ensure they are using the dashboards and proactively reaching out and offering support to those students who have yet to pass.

24.238 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

24.238.1 **APPROVED** Members confirmed the minutes of the meeting held on 10 June 2025 (Document UEB 250624C) as an accurate record of the meeting.

24.238.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250624D).

24.239 ANY OTHER BUSINESS

24.239.1 The Chair updated members on the new appointment to the role of DVC (Education).

24.239.2 Members noted that the Head of Digital Transformation and the Head of IT Developments are jointly covering the role of Director, Information Systems and Support in the recruitment period.

24.240 MEETING EVALUATION

24.240.1 The independent governor observers commented that they:

- welcomed the opportunity to understand 'the language of the University' and to observe a more operational conversation;
- appreciated the meeting preparation;
- observed that UEB members were comfortable to disagree and challenge;
- liked that UEB members always considered students;
- observed a lot of focus on the risks and wondered how that could be brought around to a discussion about opportunities.

24.241 MANAGEMENT ACCOUNTS – MAY 2025

24.241.1 Members received the Management Accounts for May 2025 (Document UEB 250624E).

24.242**DATES OF FUTURE MEETINGS**

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

2024/25

7 July 2025 - evening (UEB dinner)
 8 July 2025 – all day (UEB away day)
 22 July 2025
 5 August 2025

2025/26

16 September 2025	3 March 2026 – UEB away day
23 September 2025 – UEB dinner	17 March 2026
24 September 2025 – UEB away day	31 March 2026
7 October 2025	21 April 2026
21 October 2025	12 May 2026
4 November 2025	26 May 2026
25 November 2025	9 June 2026
16 December 2025	23 June 2026
6 January 2026	6 July 2026 – UEB dinner
20 January 2026	7 July 2026 UEB away day
3 February 2026	28 July 2026
17 February 2026	11 August 2026
2 March 2026 – UEB dinner	